



AD-A269 460



Department of Defense  
**DIRECTIVE**

July 9, 1992  
NUMBER 1000.21

DA&M

**SUBJECT: DoD Passport and Passport Agent Services**

- References:**
- (a) Title 22, Code of Federal Regulations, Part 51.21(b)
  - (b) Memorandum of Agreement (MOA) Between the Department of Defense and the Department of State, March 25, 1991
  - (c) Director of Administration and Management, Office of the Secretary of Defense, Memorandum, "Delegation of Responsibility for the Department of Defense Passport Application Services," April 1, 1991
  - (d) DoD 5025.1-M, "DoD Directives System Procedures," December 31, 1990, authorized by DoD Directive 5025.1, December 23, 1988
  - (e) Department of State Publication, "Passport Agents Manual," March 1988
  - (f) DoD 4500.54-G, "DoD Foreign Clearance Guide (FCG)," January 1992, authorized by DoD Directive 4500.54, May 1, 1991

**A. PURPOSE**

**This Directive:**

1. Establishes policy, assigns responsibilities, and prescribes procedures for the administration of Passport and Passport Agent Services for the Department of Defense in accordance with references (a) through (c).
2. Authorizes the publication of DoD 1000.21-R, "Passport and Passport Agent Services Regulation," consistent with reference (d).
3. Designates the Secretary of the Army as the Executive Agent for Passport Agent Services.

**B. APPLICABILITY**

This Directive applies to the Office of the Secretary of Defense, the Military Departments (including their National Guard and Reserve components), the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Unified and Specified Commands, the Defense Agencies, and the DoD Field Activities (hereafter referred to collectively as "the DoD Components"). The term "Military Services," as used herein, refers to the Army, the

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Navy, the Air Force, and the Marine Corps.

C. DEFINITIONS

Terms used in this Directive are defined in enclosure 1.

D. POLICY

It is DoD policy:

1. That U.S. no-fee passports are official documents of the U.S. Government and remain at all times the property of the United States. Passports shall be surrendered to the Government on demand by an authorized representative of the U.S. Government.

2. To provide no-fee passports (and visas if necessary) to all DoD personnel and their family members who are eligible to obtain a no-fee U.S. passport, and who are traveling outside the United States on official travel to a country requiring a no-fee passport and visa.

3. That DoD passport services shall be made available to DoD personnel and family members through the designation of DoD civilian and military personnel as DoD Passport Agents.

4. That DoD passport agents shall not accept regular fee passport applications unless granted written permission to do so by the Department of Defense and Department of State (DoS).

E. RESPONSIBILITIES

1. The Director of Administration and Management, Office of the Secretary of Defense, shall oversee the implementation of this Directive.

2. The Secretary of the Army, as the Executive Agent for DoD Passport and Passport Agent Services, shall exercise authority, direction, and control over the DoD Passport and Passport Agent Services and may redelegate the authority to:

a. Administer DoD Passport and Passport Agent Services and ensure that DoD Passport and Passport Agent Services are instituted subject to the terms and conditions in the MOA (reference (b)).

b. Serve as the point of contact with the DoS on policy matters on the DoD Passport and Passport Agent Services to ensure that DoD personnel and family members receive no-fee passports to meet travel requirements.

c. Provide the DoS with the required information on designated DoD passport agents.

d. Redelegate to the Military Departments the authority to make their own passport agent appointments.

e. Maintain names of individuals who will serve as points of contact (POC) for DoD Passport and Passport Agent Services for all DoD Components.

f. Perform a review of DoD Passport and Passport Agent Services with the DoS and the DoD Components. The review shall be performed twice during the first year after implementation and annually thereafter.

g. Develop passport agent training programs to promulgate DoD policy and procedures in accordance with the requirements in the DoS Passport Agent's Manual (reference (e)) and the DoD Foreign Clearance Guide (reference (f)).

h. Develop, publish, and administer DoD 1000.21-R, consistent with DoD 5025.1-M (reference (d)).

3. The Heads of the DoD Components other than the Military Departments shall designate a POC to serve as the focal point for obtaining, reviewing, and providing information to the Executive Agent. The POC will be identified in writing to the Executive Agent.

4. The Secretaries of the Military Departments shall:

a. Designate an Office of Primary Responsibility (OPR) for ensuring compliance with this Directive, issuing implementing instructions, managing passport services within their Departments, and interfacing directly with the Executive Agent. The OPR shall be identified in writing to the Executive Agent.

b. Appoint passport agents in accordance with this Directive.

c. Provide a representative, from their respective OPR, to jointly review DoD Passport and Passport Agent Services and related policies with the Executive Agent at least once each calendar year.

d. Ensure DoD passport agents perform all services required by the DoS for the acceptance of no-fee passports' applications in accordance with the DoS Passport Agent's Manual (reference (e)) and the DoD Foreign Clearance Guide (reference (f)), this Directive, and implementing regulations of their Departments.

e. Notify the Executive Agent of any changes in points of contacts or OPR data (e.g. location, office symbols, telephone numbers, etc.) within 30 days of the effective date of the

change.

F. PROCEDURES

1. DoD passport agent services shall be established in accordance with the following terms and conditions stated in the MOA (reference (b)):

a. DoD civilian and/or military personnel shall be appointed in writing to serve as passport agents for accepting no-fee passport applications.

b. All appointed DoD passport agents must be citizens of the United States.

c. DoD personnel nominated as Passport Agents must be available to serve at least 1 year in that appointment.

d. Passport agent training shall be conducted before assumption of duties.

2. Identification documents or change notifications shall be forwarded to:

Secretary of the Army  
Room 3D746, Pentagon  
Washington, DC 20310-0105

G. INFORMATION REQUIREMENTS

The annual reporting requirement contained in this Directive has been assigned Report Control Symbol DD-DA&M(A)1894.

H. EFFECTIVE DATE

This Directive is effective immediately.



Donald J. Atwood  
Deputy Secretary of Defense

Enclosure  
Definitions

### DEFINITIONS

1. DoD Executive Agent. The Head of a DoD Component delegated to administer a function or service for others in the Department of Defense on behalf of the Secretary of Defense.
2. DoD Passport Agent Services. Includes, but is not limited to, passport agent designations, duties, training, and responsibilities.
3. DoD Passport Services. Includes, but is not limited to, processing applications for no-fee passports and visas and distribution and control of no-fee passports and visas.
4. No-fee Passports. A passport issued to DoD military and civilian personnel and their family members carrying out official duties. The no-fee passport carries an endorsement identifying the bearer as an agent of the U.S. Government proceeding abroad on official travel. This passport is provided to the traveler by the Government at Government expense; hence, no-fee to the passport applicant. No-fee passports provided for official travel are diplomatic (black), official (maroon), and no-fee regular (blue). No-fee passports are normally valid for 5 years.
5. Official Travel. Traveling in the discharge of U.S. Government business, at Government expense.
6. Passport. An internationally recognized travel document attesting to the identity and nationality of the bearer. A passport indicates that its bearer is entitled to receive the protection and assistance of the diplomatic and consular offices of their country while abroad. In essence, it is a request on the part of the issuing Government that officials of foreign governments permit the bearer to travel or sojourn in their territories and afford them lawful aid and protection.
7. Passport Agent. A person authorized and empowered by the Secretary of State, the DoD Executive Agent (for DoD Passport and Passport Agent Services), or the Secretaries of the Military Departments to accept passport applications and perform passport services to include administering oaths for passport purposes (22 CFR 51.21(b), reference (a)).
8. Visa. A stamp or impression placed on a page of a valid passport by a foreign embassy or consulate empowered to grant permission, as of the date issued, for the applicant to enter and remain in that country for a specific period of time. (Period of validity varies by country.)

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